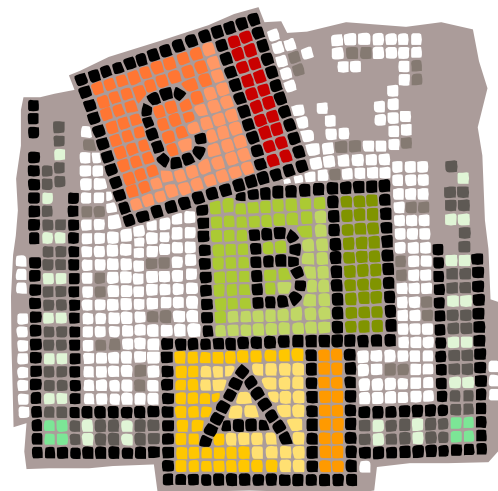


Building Blocks to Strengthen Your Business



An educational series to help employers understand the tools to grow your business and your employees.
These sessions are provided at **No Cost!**

Location: Flathead Regional Business Center
15 Depot Park, Kalispell
Time: 8:00 am - 9:00 am
RSVP: Mora McCarthy: 406-758-6241 or
mmccarthy@mt.gov

Fall 2007

SCHEDULE FOCUSES ON INTRODUCTORY HUMAN RESOURCE SESSIONS DESIGNED FOR HUMAN RESOURCE ASSISTANTS, MANAGERS AND SUPERVISORS WHO WOULD LIKE TO INCREASE THEIR KNOWLEDGE OF PERSONNEL ISSUES.

September 27 Week 1	Generations in the Workplace The 4-generation workplace is here to stay. The new multi-generation workplace is a complex and dynamic organism that requires flexibility and skill from everyone, especially from managers. Presenter: Cheri Nelson, Express Personnel
October 4 Week 2	Employee Handbook The backbone of your relationship with your employees. A well-written handbook can create a positive image for your business and be useful as a consistent tool for informing employees about your philosophies, expectations, policies and procedures. Presenter: Kristin Donahue, Employment Dimensions, LLC
October 11 Week 3	Hiring & Interviewing Improve the odds you will make the right hiring decisions. Whether you are an experienced manager or a novice or if your company is big or small, the single most important decisions you make are about the employees you hire. Be smart, be aware, be positive and most of all, be legal. Presenter: Kelly Harris, Personnel Plus! Consulting Services Inc.
October 18 Week 4	Employee Engagement You've probably heard the old joke in which a CEO is asked how many people work in his company and he responds, "About half of them." According to the <i>Gallup Management Journal's</i> semi-annual Employee Engagement Index: 29% of employees are actively <i>engaged</i> in their jobs, 54% are <i>not-engaged</i> , 17% are <i>actively disengaged</i> . Presenter: Michelle Skaletski-Boyd, Soul-Felt Words, Inc.
October 25 Week 5	Privacy in the Workplace Privacy issues are complicated by the fact not one single overarching law regulates it. This session will explain how to apply common sense and reason to almost any privacy question. Presenter: Don Murray of Crowley, Haughey, Hanson, Toole & Dietrich P.L.L.P.
November 1 Week 6	Workplace Harassment Supervisors now have greater responsibility than ever to prevent and handle harassment issues. Learn how to prevent your workplace from becoming tainted with hostility and resentment. Presenter: Kelly Harris, Personnel Plus! Consulting Services Inc.
November 8 Week 7	Employee Retention Each year, employee turnover costs businesses millions of dollars. A company can begin to differentiate itself and establish a culture that supports employee retention. The focus of this session will be on helping you to keep your most valuable business asset – your employees! Presenter: Kristin Donahue, Employment Dimensions Consulting Services, LLC
November 15 Week 8	Leaving the 20th Century: What are you rewarding? Find out the 5 common mistakes you can't afford to keep making with employees and how to achieve the performance you want. Presenter: Nan Russell, MountainWorks Communications